



Certificate of Appropriateness Checklist

Process Overview

1. Complete Submittal Package, which includes: Application and all Checklist Items
 - a. Incomplete submittals will not be accepted
2. Historic Landmark Commission considers action to approve
3. If approved, Applicant applies for appropriate permits to complete the work
4. If not approved, Applicant may appeal to City Council

General Notes

A Certificate of Appropriateness shall expire two (2) years from the date of approval if the proposed scope of work has not been completed. If a building permit for approved work has been issued, the Certificate of Appropriateness will expire two (2) years from the permit issue date. The Commission, upon determination of a reasonable need, may authorize one (1) extension of an additional six (6) months to obtain a building permit for the work in which the Certificate of Appropriateness was approved upon showing of just cause by the applicant.

Criteria of Approval

Decisions shall be guided by any locally adopted design standards, and where applicable, the following from the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*:

- Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.
- Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize, a building, structure, object, or site shall be kept to the greatest extent practical.
- Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other building or structures.
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood, or environment.



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- Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

Submittal Package Checklist Items

Check the box of all items included with the submittal. If all checklist items are not present, the submittal will not be accepted. Additional items may be requested to better visualize the project.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form. If not applicable, check this box: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter detailing the proposed work
<input type="checkbox"/>	<input type="checkbox"/>	Location and photographs of the existing conditions
<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings, photographs, or illustrations of the proposed changes
<input type="checkbox"/>	<input type="checkbox"/>	Samples of materials to be used
<input type="checkbox"/>	<input type="checkbox"/>	If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property. If not applicable, check this box <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – See requirements below
<input type="checkbox"/>	<input type="checkbox"/>	Application fee

Digital Submittal

Digital submittals shall be submitted on <https://web.mygov.us/> as pdf or jpeg files.